

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 11-83

September 16, 2011

TO: All Regional Directors, Officers-in-Charge
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Training Tuesday Program Update

The Division of Operations-Management is excited to announce that the Office of Employee Development (OED) will be taking over the planning and implementation of future programs starting in October. OED will continue to work with members of the Operations' staff and representatives from the Field when developing the program. Under OED's guidance, the program will still be committed to providing "the training you need, when you need it."

As a result of focus groups conducted by Human Resource Development Specialist Dustin Norwood, the training schedule has recently been updated to include the following topics:

- Using Westlaw Efficiently
- Cleaning up Data Imported into Microsoft Excel
- Strategies for Organizing your Time
- Using Software to Manage Time
- Compliance with the Agency's New Notice Posting Rule
- Effective Communication
- Communicating with Tact
- Negotiation Skills (Convincing and Influencing)
- Converting Adobe PDF Documents
- Using Mail Merge to Create Form Letters and Emails
- Creative Problem Solving for Work

The schedule of dates and times for these trainings can be found on the Operations website on the Surfboard at:¹

<http://nlrbnet.nlrb.gov/Operations/Compliance/Training%20Tuesdays/Training%20Tuesdays%20Schedule.htm>

¹ Beginning October 1, the training schedule will be found on the Office of Employee Development (OED) website.

These sessions are open to everyone. If you are Interested in participating, obtain permission from your supervisor and then go to the Training Tuesdays Website to submit a registration form.

Although participation in the Training Tuesdays Program is voluntary, based on the evaluations received by the participants, these programs are valued by our employees because the sessions help develop skills and provide a forum for employees to meet and discuss common interests and problems. Accordingly, it is helpful that Regions refrain from scheduling training and staff meetings on dates that conflict with the Training Tuesdays Program.

Any questions concerning this program should be addressed to your Assistant General Counsel or Deputy.

/s/
A.P.

cc: NLRBU

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